Printing Test Tickets in eDIRECT

There are multiple ways to print test tickets in eDIRECT. Depending on your needs and your organizational system, you may choose from a variety of options:

Option 1 – Best for printing sets of test tickets for *multiple* sessions at a time
- Choose the **Print All Tickets** button on the Test Sessions page below the filters. Note that you must first select an option from the **Content Area** drop down as well as the **Assessment** drop down, then select **Show Sessions** in order for the **Print All Tickets** button to be activated.

    This will produce a *single file* that has *one* set of tickets for each test session that is displayed in the Session Detail window.

    > These tickets can be retained and reused for each session (test part) since each student's username and password are the same for all sessions (test parts) of a single content area.

    > If it is desired to have a separate set of tickets for each session (test part), two (or three in the case of ELA tests) copies can be selected in the local printer function.

    In the example below, a single file with rosters and tickets for three test sessions would be produced.

Be sure you have pop-ups enabled in your browser!

Option 2 – Best for printing sets of test tickets for *single* test sessions

- Choose **Print All Tickets** from the Action column in the Session Detail window. You may choose to enter data in the fields above to filter your search, but this is optional. If you leave the fields blank and click **Show Sessions**, all sessions for that district/school will display.

> This will produce a single file that has *one* set of tickets for *only the test session in that row*.
>> These tickets can be retained and reused for each session (test part) since each student's username and password are the same for all sessions (test parts) of a single content area.
>>
>> If it is desired to have a separate set of tickets for each session (test part), two (or three in the case of ELA tests) copies can be selected in the local printer function.

In the example below, a single file with a roster and tickets for the Grade 10 Social Studies session would be produced.

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Option 3 – Best for printing tickets for individual students or groups of students with the same testing status
- Choose the **Edit/Print Ticket Status** button under the Action column in the Session Detail window.

A window will display with students' login info and test status by session (test part/module).

Choose the **Print All** button at the bottom of the window to print all the tickets for this session (test part/module) or select individual students to print only those tickets.

Filters can be applied and are most useful when re-prints are needed for make-up sessions or individual student reprints. Apply a filter in the **Status** drop down of "Not Started," click **Filter**, and then **Print All** and all tickets for students who have not started *that session (test part/module)* will print. Type in a student's last name and click **Filter** to print a ticket for an individual student.

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